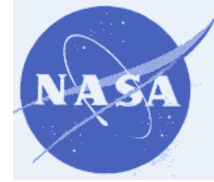


National Aeronautics and
Space Administration

Headquarters

Washington, DC 20546-0001



July 26, 2004

Reply to Attn of: **B**

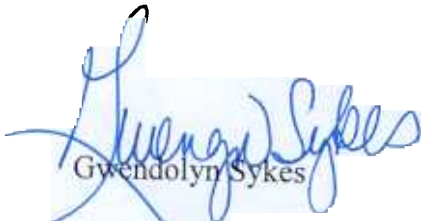
TO: Distribution

FROM: B/Chief Financial Officer

SUBJECT: Invitational Travel Orders – City Pair Rates

Invitational travel orders must be issued in accordance with the criteria for “employee” as defined in the Federal Travel Regulation, 301-1.2 as follows: (a) an individual employed by an agency, regardless of status or rank; or (b) an individual employed intermittently in Government service as an expert or consultant and paid on a daily when-actually-employed (WAE) basis; or (c) an individual serving without pay or at \$1 a year (also referred to as “invitational traveler”). Invitational orders and the associated city pair rates are not authorized for contractors.

The Government City Pairs Contract was established to provide discounted airline tickets to government and invitational employees. Carrier participation is key to preserving the level of pricing and service quality that the City Pair Program offers and outweighs any potential benefits of contractor use. Issuing invitational travel orders to contractors and providing them the government airfare rate jeopardizes the General Services Administration (GSA) contract with the airlines. If your Center is issuing invitational travel orders to contractors, you must cease immediately. Orders issued for travel that has not yet been initiated must be canceled. The GSA City Pairs Web site (www.gsa.gov/citypairs) has been updated to further clarify this issue.


Gwendolyn Sykes

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